



State of California—Health and Human Services Agency  
Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

PPL No. 12-017

DATE: October 3, 2012

TO: All Local Governmental Agency Coordinators for  
Targeted Case Management Programs

SUBJECT: **2012 Targeted Case Management Cost Report Instructions and  
Templates for Reporting Fiscal Year 2011-12 Costs**

This Policy and Procedure Letter (PPL) is notification that the Department of Health Care Services (DHCS) has revised the Local Governmental Agency (LGA) Targeted Case Management (TCM) Cost Report Instructions and templates. Please review all documents for details of changes. LGAs must use the revised instructions and templates for submission of the cost report(s) for fiscal year (FY) 2011-12 TCM costs.

DHCS approved 2012 training materials, TCM Cost Report Instructions, and templates for reporting FY 2011-12 TCM costs are available online at the DHCS TCM website, <http://www.dhcs.ca.gov/provgovpart/Pages/TCM.aspx>.

Changes to the TCM cost report process include the following:

Cost Report Submission

New guidelines have been established for submission of the 2012 TCM cost report, which include hard copy and soft copy submission of required documentation.

For hard copy submissions, include the following completed documents: cover letter on LGA letterhead, Table of Contents, TCM Cost Report checklist, LGA Cost Report Certification Statement, CPE Certification and LGA Attestation statements, Cost Report Template, Funding Schedule, allowable CPE funding schedule templates, and cost reports supporting documentation.

For soft copy submissions, include the following completed documents: Cost Report Template, Funding Schedule, summary of allowable funding for claiming Federal matching funds worksheet, interim Medi-Cal TCM Encounter Payment Rate Calculation Worksheet, 2009 Time Survey template, and Cost Report Review Tool template. Details for both the hard copy and soft copy documentation submission can be found in the 2012 TCM Cost Report Instructions.

LGA TCM Coordinators

Page 2

October 3, 2012

Additionally, the following requirement outlined in the FY 2011 cost report process remains in place for FY 2012:

Time Survey

For reporting FY 2011-12 costs, the 2009 time surveys will be used as no time survey was performed in 2011. Once the new time survey methodology is approved by the Centers for Medicare and Medicaid Services (CMS), the results for the time survey period will be applied retroactively to costs for FY 2011-12 for the final reconciliation for that period.

DHCS approved TCM cost report instructions and templates are posted annually. LGAs must submit cost reports using the cost report instructions and templates as applicable to each fiscal year.

If you have any questions regarding this PPL, please contact Dan Dias, TCM Unit Chief, at (916) 552-9056, or by e-mail at [Daniel.Dias@dhcs.ca.gov](mailto:Daniel.Dias@dhcs.ca.gov).

Sincerely,



Geri Baucom, Chief

Administrative Claiming, Local and School Services Branch

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